

AUG 4 1952

MEMORANDUM FOR: Assistant Deputy Director for Administration (IAS)
Chief, Administrative Staff (Special)
General Counsel ✓
Auditer-in-Chief
Assistant Director (Personnel)
Comptroller
Chief, Medical Staff
Chief, Procurement and Supply Office
Chief, General Services

SUBJECT : Penalty Mail

REFERENCE : Section 306, Public Law 785 -- 80th Congress

1. The referenced statute requires certification by the Head of each Agency at the end of each quarter as to compliance with the Law.

2. In support of such certification by the Director, the various Agency components must likewise so certify. Heretofore, this Office has made certification for all of the Deputy Director (Administration) Offices. Henceforth, each of the addressees shall certify as follows at the end of each quarter, such certification to be forwarded to the Comptroller. Note, there is no heading or addressee line.

"I hereby certify that during the quarter ended _____ no book, report, periodical, bulletin, pamphlet, list or other article or document was transmitted through the mail free of postage in violation of Section 306 of the Penalty Mail Act of 1948, approved 25 June 1948 (Public Law 785 -- 80th Congress), by this Office."

(Signed)
Chief _____

STAT

L. K. WHITE
Acting Deputy Director
(Administration)

1 Att - Listed in Reference